

COMMISSION ON TEACHER CREDENTIALING

1900 Capitol Avenue
Sacramento, California 95811-4213
Professional Services Division

**MEMORANDUM**

DATE: November 10, 2011

TO: Prospective Members of the Board of Institutional Reviewers

FROM: Cheryl Hickey
Administrator of Accreditation

SUBJECT: Information About Committee on Accreditation Activities and Team Training

You have either indicated an interest or have been recommended to serve as a member of the Committee on Accreditation's Board of Institutional Reviewers (BIR). This group of professional educators participates in two activities related to the accreditation of educator preparation programs--Program Assessment and Site Visits. As a member of the BIR, you would join with approximately 400 other educators from around this state to act on behalf of the Committee on Accreditation and, through them, on behalf of all the citizens of this state to ensure that educators possess the requisite knowledge and skills required by the credentials they seek.

In order to be eligible to serve, you are required to successfully complete a two day training activity as well as a webinar which is to be viewed prior to your arrival at the training site. Activities in the training include a review of important provisions of the *Accreditation Handbook*, techniques and strategies for participation on an accreditation team (either Program Assessment or Site Visits), preparation of the accreditation report, and interviewing. A number of simulation activities are used in the training. The Commission on Teacher Credentialing will pay for your direct expenses during this training and will pay your direct expenses during an accreditation visit. This will include the cost of a substitute teacher, if necessary. Enclosed is a form for you to indicate your interest and availability for attending the training.

As a member of the Board of Institutional Reviewers, you will be expected to perform your duties with the highest standards of professionalism. Your work will be judged and continued membership in the BIR will depend on the quality of your work as an accreditation team member.

If you are willing to serve as a member of the BIR, please review the enclosed materials which include the information form, directions for a letter of intent, information for you to give to a supervisor or colleague for a letter of recommendation, the criteria the Committee on Accreditation has established for BIR membership, and information on training sessions.

Your completion and return of the application materials will serve as an indication of your willingness to serve and provide us with the information we need. Currently we have scheduled a BIR training for January 17-18, 2012 in Sacramento, CA. The specific location will be provided to you as the date of the training nears. Another training will be offered in the summer of 2012 at a location yet to be determined. Please indicate your availability for the scheduled training. If you are unavailable on the scheduled dates, we will put you on a list for the next scheduled training.

During the 2011-12 year, the Committee on Accreditation will be conducting thirty-eight accreditation site visits to colleges, universities, and program sponsors and will review Program Assessment Documents from nineteen sponsors.

Participation in the accreditation process as a team member is a very valuable professional service to the Committee on Accreditation and also to the children of the state of California. Teams provide important information to colleges, universities, and program sponsors and the Committee on Accreditation about the quality of credential preparation programs they assess. The success of the accreditation system depends upon the involvement of qualified professionals, such as you, serving on accreditation teams.

Please return the items listed below by as soon as possible. Applications will be accepted until **December 15, 2010 or until the session is full:**

- Information Form
- Letter of Intent
- Letter of Recommendation (colleague or supervisor)

Send completed application/information materials to

**Teri Ackerman, PSD
1900 Capitol Ave
Sacramento, CA 95811**

Materials may also be faxed to Teri Ackerman at 916-324-8927.

If you have any additional questions, please contact me at the e-mail address listed above.